

**SELECTION OF TEMPORARY STAFF  
FOR THE DIRECTORATE-GENERAL FOR NEIGHBOURHOOD AND ENLARGEMENT NEGOTIATIONS  
OF THE EUROPEAN COMMISSION (DG NEAR)**

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The European Commission is organising a selection procedure to constitute a list of aptitude of 2 successful candidates in order to engage 1 administrator at level AD 5 within the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) in the field of Neighbourhood, economic transformation and relations with International Financial Institutions (IFIs) and Roma policy.

### **1. NATURE OF DUTIES**

We are looking for candidates in the following profile:

Policy Officers in the fields of Eastern Partnership and relations with International Financial Institutions and economic issues;

The successful candidates will contribute to the work of DG NEAR in the following areas:

- Eastern Partnership
- Relations with International Financial Institutions (IFIs)
- Economic transformation
- Roma Policy

The nature of work in these areas can be summarised as follows:

- Advise and assist on policy matters related to DG portfolio policy (Eastern Partnership, relation with International Financial Institutions, Roma policy and economic issues); policies - implementation and development;
- Communication (briefings, press releases, speeches) to be delivered at very high level within the EU Institutions or to external stakeholders on the aforementioned policies.

The functions and duties in these areas may include one or more tasks from the list below. The list of functions and duties associated to these areas shall not be considered as mutually exclusive:

- advisory and policy co-ordination functions and duties: a) contribute to the definition of strategic objectives and provide advice and input on specific files related to the fields of European Neighbourhood policy and, in particular, on the development of synergies and social dialogue with the Eastern Neighbourhood countries; b) coordinate of policy work

within the different NEAR entities; c) ensure a smooth functioning of DG NEAR's follow-up given to the other EU Institutions; d) contribute to internal and external dissemination of policy developments in the fields of Eastern Partnership, relation with International Financial Institutions and economic issues; d) facilitate interaction between DG NEAR colleagues and other national or international advisory bodies; e) keeping up-to-date on neighbourhood and enlargement policies in Member States and relevant research results by international organisations aimed at ensuring that DG NEAR takes them into account when developing policies within the European Commission;

- general functions and duties: a) effective liaison between DG NEAR and other institutions and Member States' relevant institutes, as well as other Directorates general (DGs), and representation of DG NEAR in relevant meetings; b) preparation of and contribution to policy or legal documents or projects in relation to the neighbourhood policy; c) presentation of the activities of the Directorate General in the assigned policy areas to Member States, third parties and the public in general, through active participation at conferences, seminars, workshops, etc.; d) drafting of briefings, speeches and speaking notes on policy issues.
- N.B. The duties may include frequent missions to Member States and non-EU countries accompanying the Senior Management of DG NEAR.

## 2. TYPE AND DURATION OF CONTRACT

The successful candidate(s) may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Union (CEOS)<sup>1</sup> in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents<sup>2</sup>.

The duration of the contract may not exceed 4 years, with the possibility of renewal for a maximum of two years.

The total duration of the contract will also take into account the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)<sup>3</sup>.

<b>PLACE OF EMPLOYMENT</b>	Brussels
<b>LEVEL</b>	AD 5 (as an indication, the basic monthly starting salary is 4 707,34EUR) <sup>4</sup>

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

<sup>2</sup>

<http://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=list&coteld=3&year=2013&number=9049&language=en>

<sup>3</sup>

<http://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=list&coteld=3&year=2013&number=9028&language=en>

### 3. ELIGIBILITY AND SELECTION

#### 3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the CEOS, which include:

- be a national of one of the Member States of the European Union;
- meet any obligations under national laws on military service;
- meet the character requirements for the duties concerned.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

#### 3.2. Knowledge of Languages

Article 12.2(e) of the CEOS provides that a temporary agent may be appointed only on the condition that he/she produces evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must therefore have knowledge of at least two official EU languages, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this notice of selection we will refer to the languages as:

- Language 1 (L1): language used for drafting the motivation letter; it may also be used to complete the application form; it can be any one of the 24 official languages of the European Union;
- Language 2 (L2): language used in the interview and communication between the secretariat of the selection committee and the candidates; **must be English or French.**

Language 2 must be different from Language 1.

Further detail on the languages of this selection procedure is available in Title 4.

#### 3.3. Selection specific criteria

##### 3.3.1. Diplomas

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<http://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=list&n=10&adv=0&coteld=3&year=2013&number=8970&dateFrom=&dateTo=&serviceId=&documentType=&title=&titleLanguage=&titleSearch=EXACT&sortBy=NUMBER&sortOrder=DESC>

By the deadline for submission of applications, candidates must have:

- a level of education which corresponds to completed university studies attested by a diploma in a relevant field, such as, but not exclusively, international relations, sociology, European studies, communication, statistics, data analysis, where the normal period of university education is 4 years or more

Or

a level of education which corresponds to completed university studies attested by a diploma in a relevant field, such as, but not exclusively, international relations, sociology, European studies, communication, statistics, data analysis and appropriate professional experience of at least one year where the normal period of university education is at least 3 years. This professional experience will be part of the diploma and will not be taken into account in the required number of years of professional experience.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration

### **3.3.2. Experience**

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have **at least 4 years' full time professional experience, gained after obtaining the diploma required for admission to the selection procedure, in Eastern Neighbourhood and cooperation with IFIs and Roma policies.**

The professional experience may have been gained, for example, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
  - traineeships: if remunerated,
  - compulsory military service: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - maternity/paternity/adoption leave: if covered by an employment contract,
  - doctorate: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - part-time work: calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months

#### 4. LANGUAGE ASPECTS OF THIS SELECTION

Candidates are invited to choose in their application form, which languages are, respectively, their Language 1 (L1) and Language 2 (L2). Please note that the language you choose as L1 and L2 can be different from your Mother tongue, as long as you comply with the knowledge requirements set out in the second paragraph of Title 3.2.

Candidates may complete their application form in any of the 24 official languages of the European Union. **Please note that your whole application form will be accessed by the selection committee (during the selection) and by HR services of the European Commission (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages.**

In case you succeed in this selection and are placed on the list of aptitude, you will be asked to provide a translation of the application form in language 2 (English or French) to the recruiting services if you have used another language for filling in the application form.

Candidates must draft their motivation letter in their L1.

##### ***Language 2 must be English or French***

In the interest of the service, successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English and French. While knowledge of additional languages may be an advantage, successful candidates will mainly use English or French for their work (internal communication or communication with external stakeholders, drafting of briefings, speeches, press releases). Therefore, with respect to DG NEAR services, a satisfactory knowledge of one of these languages is essential.

English is mostly used in the meetings and communication with external stakeholders, including contacts with the Member States (preparation of the policy documents to be submitted to the Council and other institutions, notably in the areas of Eastern Neighbourhood Policy, cooperation with the IFIs and Roma policy). English is also the language commonly used in various international fora, in other international organisations and in international conferences. The knowledge of French is relevant for internal communication purposes as this language is, together with EN, the most declared language 2 in DG NEAR.

## 5. CONDUCT OF THE PROCEDURE

### 5.1 Eligibility checks

The eligibility requirements laid down in Title 3" ELIGIBILITY AND SELECTION" above will be checked against the data provided in candidates' applications. The selection committee will check whether you meet all eligibility conditions. Only candidates who meet all eligibility conditions will be admitted to the pre-selection stage.

### 5.2. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission decision of 16 December 2013 on policies for the engagement and use of temporary agents, and, if necessary, assisted by one or more examiners serving in an advisory capacity, will carry out a pre-selection based on qualifications (see 3.3.1) as well as on the candidates' knowledge of languages (see 3.2.).

For this purpose, the selection committee will use the following weighting for each criterion to rate the candidates:

Qualifications	20%
Languages	20%
Experience	60%

### 5.3. Selection

Candidates who have successfully completed the pre-selection stage will be invited to the interview in L2, in order to assess and compare objectively and impartially their qualifications, professional experience in one of the fields of expertise sought, and knowledge of languages, as set out in this notice of selection.

The Selection Committee will invite a maximum of 10 candidates to the interview.

Candidates may be interviewed via videoconference.

### 5.4. List of aptitude of successful candidates

The list of aptitude of successful candidates will be valid for 2 years from the date the selection committee draws it up. The validity of the list may be extended.

## 6. APPLICATIONS

Candidates must provide the following documents in their application file:

- application form duly completed;
- motivation letter, drafted in L1;

- copy of an official document proving citizenship (identity card or passport), in original language;
- copy of the diploma(s) or certificate(s) of the required level of education, in original language;
- employment certificates proving the length of professional experience, if any. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose, candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations (in original language).

**Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.**

If candidates are in any doubt about the nature or validity of the documents to be submitted they should contact the secretary of the selection committee at least 10 working days before the deadline expires, via the functional mailbox at the following address:

[HR-AMC-J30-NEAR-TA-SELECTION@ec.europa.eu](mailto:HR-AMC-J30-NEAR-TA-SELECTION@ec.europa.eu)

**Candidates should use also this functional mailbox for all correspondence with the selection committee and for any request for information.**

The closing date for the submission of applications is 9 September 2019 at 12:00h noon Brussels time.

## **7. ADDITIONAL INFORMATION**

This notice of selection is published in the 24 official languages of the European Union on the websites of DG NEAR and EPSO. Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection procedure. In so far as the knowledge of French or English is required from the candidates, it appears justified and proportionate, with a view to striking a balance between candidates' abilities and resources of the administration, to require candidates to choose one of these two languages in their communications with the administration.

## **8. REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN**

Since the Staff Regulations apply to every stage of a selection procedure, please note that all the proceedings of the selection committee are covered by the confidentiality laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

- **Request for review**

Within 10 calendar days from the date of notification of the decision, you can send an email to: **HR-AMC-J30-NEAR-TA-SELECTION@ec.europa.eu**

Your request will be forwarded to the Chairman of the selection committee and you will receive a reply as soon as possible.

- **Appeal**

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. One single copy of the complaint should be sent by one of the following ways:

- by e-mail, preferably in .pdf format, to the functional mailbox HR MAIL E2 (HR-MAIL-E2@ec.europa.eu ) or
- by post, to the office address European Commission Office SC11 4/001 B-1049 Brussels or
- handed in at the office address SC11 4/001 (rue de la Science 11, office 4/001) from 09.00 to 12.00 and from 14.00 to 17.00.

The three-month-time limit for initiating this type of procedure (see Staff Regulations <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=FR>) starts to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the Appointing Authority does not have the power to amend the decisions of a selection committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

- **Complaint to the European Ombudsman**

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman 1 avenue du Président Robert Schuman CS 30403 F - 67001 Strasbourg Cedex  
<https://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging administrative complaints or for submitting judicial appeals.

Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned (for the procedure, please check <https://www.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces>

## **9. INFORMATION ON THE PROTECTION OF PERSONAL DATA UNDER A TEMPORARY STAFF SELECTION PROCEDURE**



Candidates' personal data shall be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (see Annex I "Privacy statement" for more information).